

# HOW TO SCHEDULE AN ACADEMIC CONSULTATION:

1. **Log in to Connect.Charlotte.edu using your NinerNET credentials.**
2. **Click Appointments on the left-hand menu.**
3. **Click the 'Make an Appointment or Drop-in' Button in the Upper Right Corner.**
4. **'What type of Appointment..' Select Academic Support (tutoring/mentoring).**
5. **Under 'Service' Select Academic Consultation (Not Major advising).**
6. **Select Meeting Type (In person or Virtual).**
7. **Select a staff member by name or if no preference leave blank and click next.**
8. **Select the appointment day and time.**
9. **Please add topic-specific comments about what you would like to talk about (e.g. time management, goal setting, study strategies, etc.).**
10. **Confirm email and text confirmation reminders are selected and verify your listed mobile phone number.**
11. **Click Schedule.**